

Certification of Employee Attestations for International ACH Transactions (IAT)

Agency Name

Agency Personnel Area

Complete this certification form indicating that your agency has delivered a letter and the Attestation for International ACH Transactions form to **all** of your employees to sign and return to you. By signing this form you are certifying that due diligence was exercised in attempting to collect a signed Attestation form from every employee within your agency. Contact Jodi Bullock at (225) 342-5345 if you have any questions.

I, _____, as a representative of the above agency, certify that this agency has exercised due diligence in obtaining a completed, signed Attestation for International ACH Transactions form from each of the employees of this agency. I do attest that:

- a) A letter was delivered (via US Postal Service, email, hardcopy) by **February 11, 2011** to each of the employees of this agency along with an Employee Attestation for International ACH Transactions (IAT) form for them to complete, sign, and return to our office.
- b) The Office of State Uniform Payroll (OSUP) was immediately notified upon our agency receiving any attestation that stated the employee did intend to transfer **any of their individual direct deposit transactions** to a financial institution that is outside of the United States. A copy of the attestation form was faxed to OSUP at (225) 219-4432.
- c) Employee attestations were returned to our office by **March 11, 2011** and due diligence was exercised on those employees who provided no response.
- d) Certification was sent to OSUP by **April 8, 2011**.
- e) The following dates were documented: letters and attestations delivered to the employees, forms returned to the agency, subsequent notices sent as necessary, and certification mailed/faxed to OSUP.
- f) Records will be maintained according to our agency's retention schedule.

# of Employees with IATs	# of Employees without IATs	# of Employees who did not respond	Total # of Employees

Completed:

Signed by:

Human Resources Director

Phone Number:

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(Date)

Mail to: Benefits & Financial Administration (BFA) Unit
Office of State Uniform Payroll
P O Box 94095
Baton Rouge, LA 70804-9095

Fax to: (225) 219-4432
Attention: BFA Unit

OR